



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Parks & Recreation

POSITIONS: Pool Manager – closes May 7, 2018
Recreation Leaders
Recreation Aides
Summer Program Coordinator
Recreation Leader Supervisor
Sports Specialist
Field Supervisor for Recreation Leagues

SALARY: Depends on position

EXAM TYPE: Oral Interview

DUTIES: See job description

**MINIMUM
QUALIFICATIONS:** See job description

APPLY TO: Submit your application to:
Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: May 23, 2018 for all positions except Pool Manager
(Posted 05/03/2018)



CITY OF BRAWLEY

CLASS TITLE: Summer Program Coordinator

BASIC FUNCTION:

Under the direction of the Parks and Recreation Coordinator, the Summer Program Coordinator will coordinate and manage all activities for the summer programs and events.

REPRESENTATIVE DUTIES

- Responsible for coordinating, planning and scheduling all activities for the Summer Programs
- Responsible for supervising Recreation Leaders, Recreation Aides, students in workability programs and volunteers
- Responsible for collection and verification of time sheets of all employees
- Responsible for issuing needed equipment
- Responsible for maintenance and cleaning facility
- Responsible for training of staff
- Responsible for reporting of items that need to be purchased
- Responsible for handling and reporting discipline problems with staff and participants
- Enforces rules

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Ability to work with the general public in a harmonious and cooperative manner
- Ability to control large groups of children and adults
- Ability to supervise other employees in a fair and courteous manner
- Ability to be punctual and dependable
- Ability to receive and carry out instructions
- Ability to work irregular hours including weekends, evenings and holidays if necessary
- Ability to answer phones and handle incoming calls
- Knowledge of creating activities and/or projects for a large group of children and/or adults
- Knowledge of safety precautions for events
- Knowledge of basic cash handling
- Knowledge of the use of standard office equipment
- Knowledge of business correspondence and letter writing

EDUCATION AND EXPERIENCE

- 18 years of age and a high school graduate
- College experience preferred but not necessary
- Prior experience in supervising and training adults
- Prior experience in working with elementary age school children
- First Aid/CPR preferred but not required

WORKING CONDITIONS

ENVIRONMENT

- Required to work in noisy spaces
- Required to work outdoors in extreme heat

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stoop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds



CITY OF BRAWLEY

CLASS TITLE: Recreation Leader Supervisor – Parks and Recreation Department

BASIC FUNCTION:

Under the direction of the Parks and Recreation Coordinator and Summer Program Coordinator, the Recreation Leader Supervisor is responsible for supervising a specialized group program which includes but not limited Mini Camp and Junior Leaders

RESPONSIVE DUTIES

- Responsible for coordinating, planning and scheduling all activities for the specialized group program for ages 3- 14
- Responsible for supervising recreation leaders, recreation aides, volunteers and children
- Responsible for preparing and organizing activities on a daily and weekly basis for children and/or adolescents.
- Responsible for maintenance and cleaning facility
- Reporting items that need to be purchased to the Summer Program Coordinator
- Acts as temporary Summer Program Coordinator, if necessary, in the absence of the Summer Program Coordinator

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Ability to work with the general public in a harmonious and cooperative manner
- Ability to work with a controlled group of children, adolescents, or adults
- Ability to plan and carry out recreation activities in a safe manner
- Ability to be punctual and dependable
- Ability to receive and carry out instructions
- Ability to work irregular hours including weekends, evenings, and holidays
- Knowledge of creating activities and/or projects for children, adolescents and adults
- Knowledge of the use of standard office equipment
- Knowledge of safety rules and regulations

EDUCATION AND EXPERIENCE

- 18 years of age and high school graduate preferred
- College experience preferred but not necessary
- Prior experience in working with and supervising adults and children
- First Aide/CPR preferred but not required

WORKING CONDITIONS

ENVIRONMENT

- Gym setting with a high noise volume and active children

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- May be required to bend, stoop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds



CITY OF BRAWLEY

CLASS TITLE: Recreation Leader – Parks and Recreation Department

BASIC FUNCTION:

Under the direction of the Parks and Recreation Coordinator and the Summer Program Coordinator, the Recreation Leader is to be responsible for and assists in planning and coordinating summer recreation programs and special events in the summer season.

REPRESENTATIVE DUTIES:

- Supervise children ages 3-14 (Grades Preschool – 8)
- Plan and organize weekly and daily activities for a group of 20-25 children
- Plan and organize weekly and daily arts & crafts, music, games, sports, swimming and special events
- Responsible for maintenance and cleaning of designated areas
- Enforces rules

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Ability to work with and control groups of children ages 3-14 years old
- Ability to work with children and adults in a harmonious and cooperative manner
- Ability to plan and carry out recreation activities in a safe and fun manner
- Ability to be punctual, dependable, and to receive and carry out instructions
- Knowledge of creating different projects for a controlled group of children such as arts and crafts, music, etc.
- Must be able to work irregular hours including weekends, evenings, and holidays if necessary

EDUCATION AND EXPERIENCE

- 18 years of age and a high school graduate preferred
- College experience preferred but not necessary
- Prior experience working with elementary age school children preferred
- First Aid/CPR preferred but not required

WORKING CONDITIONS

ENVIRONMENT

- Required to work in noisy spaces
- Required to work outdoors in extreme heat

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds



CITY OF BRAWLEY

CLASS TITLE: Recreation Aide – Parks and Recreation Department

BASIC FUNCTION:

Under the direction of the Parks and Recreation Coordinator, Summer Program Coordinator, and Recreation Leader, the Recreation Aide will assist in organizing and supervising a variety of activities for the summer programs and events.

REPRESENTATIVE DUTIES:

- Assist in supervising children ages 3-14 (Grades Preschool – 8)
- Assist in organizing daily and weekly activities for a group of 20-25 children
- Assist in organizing weekly and daily arts & crafts, music, games, sports, swimming and special event activities
- Assist the Recreation Leader in carrying out day to day activities
- Responsible for setting up rooms/supplies for programs.
- Responsible for maintenance and cleaning of designated areas
- Enforce rules

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Ability and willingness to work with children ages 3-14
- Ability to work with children and adults in a harmonious and cooperative manner
- Ability to be punctual, dependable, and to receive and carry out instructions
- Ability to follow requests by the Recreation Leader or Summer Program Coordinator
- Ability to work irregular hours including weekends, evenings and holidays if necessary
- Knowledge in creating different projects for a controlled group of children such as arts and crafts, music, etc.

EDUCATION AND EXPERIENCE

- 16 years of age at time of employment (Must have a valid work permit)
- Prior experience in working with elementary age school children preferred
- First Aid/CPR preferred but not required
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WORKING CONDITIONS

ENVIRONMENT

- Required to work in noisy spaces
- Required to work outdoors in extreme heat

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds



CITY OF BRAWLEY

CLASS TITLE: Sports Specialist – Parks and Recreation Department

BASIC FUNCTION:

Under the supervision of the Parks and Recreation Coordinator, the Sports Specialist is responsible for the overall supervision of their program areas which includes supervising specific programs, the facility and staff.

RESPRESENTATIVE DUTIES

- May be required to act as a coach of a youth sports team
- May be required to act as an umpire or scorekeeper for different sporting events
- Enforces all department and/or league rules
- Required to set out all equipment needed for that particular sporting event
- Required to make sure all equipment is accounted for and working properly
- May be required to answer and rule on all protests or problems
- Required to put all equipment in its designated area after games
- Required to turn on and off lights at game site
- Clears routine and disciplinary problems with the Parks and Recreation Coordinator
- Provides program feedback and reports as required
- Enforces rules

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES

- Knowledge of implementing sports activities
- Knowledge of rules in basketball, soccer, softball, etc.
- Ability to supervise other employees in a fair and courteous manner
- Ability to control large groups of children and adults
- Ability to have excellent organizational skills
- Ability to be punctual and dependable
- Ability to receive and carry out instructions
- Ability to work irregular hours, including weekends, evenings, and holidays

EDUCATION AND EXPERIENCE

- 18 years of age and high school graduate
- Prior experience in supervising children and adults
- Prior experience as a scorekeeper, referee, or umpire preferred
- First Aid/CPR preferred but not required

WORKING CONDITIONS

ENVIRONMENT

- Required to work either indoors or outdoors depending on the season
- Required to work in cold or extreme heat depending on the season

PHYSICAL DEMANDS

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stoop, kneel, crawl or crouch
- May occasionally lift and/or move up to 15 pounds



CITY OF BRAWLEY

CLASS TITLE: Field Supervisor for Recreation Leagues

BASIC FUNCTION:

Under the supervision of the Parks and Recreation Coordinator, the Field Supervisor will work closely with the Coordinator and is responsible for the overall supervision of the recreation leagues which includes supervising specific programs, facilities and staff.

DUTIES:

- Required to place all equipment needed for the particular sporting league
- Enforces all department and/or league rules
- Required to put all equipment in its designated areas after games
- Supervises umpires, referees, and scorekeepers
- Maintain weekly game statistics
- Required to turn on and off lights at game sites
- May be required to act as an umpire or scorekeeper for different sports
- Required to hold meetings with the team managers to discuss league operations, rules, and distribute information
- May be required to answer and rule on protests or problems
- Clears routine and disciplinary problems with the Coordinator
- Provides program feedback to the Coordinator
- Provides assistance to the Coordinator as needed and performs regular duties as required

KNOWLEDGE AND ABILITIES:

- Knowledge of implementing sports activities
- Knowledge of rules in basketball, soccer, softball, etc.
- Knowledgeable in keeping and recording statistics
- Possess supervisory skills
- Ability to have excellent organizational skills
- Ability to be punctual and dependable
- Ability to receive and carry out instructions
- Ability to work irregular hours, including weekends, evenings and holidays

EDUCATION AND EXPERIENCE:

- Must be 18 years of age
- Must possess a valid driver's license
- Prior experience in supervising adults sports activities
- Prior experience as scorekeeper, referee, or umpire preferred
- First Aid/CPR preferred but not required

WORKING CONDITIONS

ENVIRONMENT:

- Required to work either indoors or outdoors depending on the season
- Required to work in cold or extreme heat depending on the season

PHYSICAL DEMANDS:

- Required to stand or walk for extended periods
- Required to interact with a variety of people
- May be required to bend, stoop, knee, crawl or crouch
- May occasionally lift and/or move up to 15 lbs.